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Class Specifications
for the Class:

STATE HOUSING DEVELOPMENT ADMINISTRATOR
(STATE HOUSING DEVELOPMENT ADMR)

Class Distinguishers:

Managerial Responsibility: Administers a statewide construction management program for public housing and other facilities owned by the Housing & Community Development Corporation of Hawaii (HCDCH).

Complexity: Plans, directs, coordinates and oversees all phases of modernization, capital improvement and extraordinary repair projects for public housing facilities and other HCDCH properties. The work involves responsibility for developing short- and long-term plans; participating in the development of policies related to public housing; ensuring the timely completion of projects in accordance with pertinent laws, regulations, contract specifications and funding requirements; and overseeing and supervising subordinate staff engaged in providing architectural and engineering support and construction management and inspection activities.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles and practices of supervision and administration; federal, State and county laws, rules and regulations pertaining to funding and construction of public housing projects, including environmental compliance and accessibility requirements; departmental rules, policies and procedures; building construction costs; general concepts and practices relating to design and construction of housing; socio-economic factors and policy objectives related to public housing; State and federal procurement laws; public relations; report writing; and research and problem solving methods and techniques.

Ability to: Plan, direct, coordinate and oversee a statewide public housing construction management program; establish and meet short- and long-term public housing construction and repair goals and priorities; read, understand and apply State, federal and local laws, rules and regulations relating to public housing construction and funding of projects; plan, organize, direct and coordinate the work of staff engaged in construction project management and other support activities; read, understand and apply State and federal laws, rules, regulations, policies and procedures pertaining to the

procurement of contractor/consultant services; read, understand and apply CIP budget request and allotment requirements; prepare and justify budget requests; deal effectively with contractors, representatives of State, county and federal government agencies, community groups and the public; speak and express ideas clearly and understandably to groups and individuals; prepare clear and concise reports; plan, assign, supervise and evaluate the work of subordinates; and participate in the formulation of policies related to public housing.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Administer the planning and project management of HCDCH modernization, capital improvement and extraordinary repair and maintenance projects for public housing and other facilities owned by the HCDCH.
2. Direct the periodic assessment of existing facilities and work in collaboration with other branches in the HCDCH to develop short- and long-term work objectives, priorities, schedules and resource requirements for projects and activities.
3. Formulate plans to meet specific needs, and make presentations to the HCDCH Board on proposed plans.
4. Participate in the development of and recommend the adoption of policies related to public housing.
5. Oversee the provision of architectural and engineering support activities, including the preparation of bid specifications, review and evaluation of proposals and bids, and review of design and construction plans and specifications.
6. Direct and/or participate in the negotiation of terms for contractual agreements.
7. Oversee and direct the monitoring and inspection of construction work progress to ensure timely completion of projects in accordance with contract specifications; and resolve major problems encountered by contractors.
8. Supervise and oversee the preparation and monitoring of project budgets and cash flows. Ensure compliance with

9. Prepare or oversee the preparation of long range plans, budget requests and budget execution plans.
10. Direct the research, compilation and finalization of statistical data and other pertinent information for presentation to the legislature, and provide testimony as necessary.
11. Make oral and written presentations, and represent the HCDC in contacts with the Veterans Administration, Federal Housing Administration, Farmers Home Administration, City & County of Honolulu, other governmental agencies, private industry, community groups and the public.
12. Assign, review and evaluate the work of subordinate staff; provide advice and assistance on difficult work problems; interview and recommend selection of job candidates; provide for staff development; recommend personnel actions; maintain discipline, counsel staff and resolve complaints.

DATE APPROVED: 10/21/02 /s/ Dawn M. Young
DAVIS K. YOGI
Director of Human Resources Development